

Final thesis: steps and timeline

- 1) **By the end of June of the third year**, the PhD students must provide a report of the scientific and teaching activities performed in the three years of Doctorate, and in the following month they will be asked to give an oral presentation of their PhD research project in front of a Commission nominated by the Board of the Teachers. The Board of the Teachers will judge, from the written and the oral presentations, if the students are admitted to the final task, i.e. the preparation and dissertation of the PhD thesis.
- 2) The PhD thesis (in English) must consist of 20-50 pages (*) summarizing the research project of the PhD student in an organized manner (e.g. introduction, motivation for the work, state of the art, planning of the project, results, discussion, comparison of obtained vs. expected results, etc.). The original publications (including manuscripts accepted for publications) should follow and constitute an integral part of the thesis.

(*) The description of the research may exceed 50 pages if, depending on his/her tutor's advice, the information contained in the original publications is not qualitatively and/or quantitatively sufficient.
- 3) The PhD thesis must be submitted one and a half month before the end of the courses to two external evaluators selected by the Board of the Teachers and then to a Committee constituted by members of the University of Florence, Frankfurt and Utrecht. The Coordinator will communicate to the students the names of the external evaluators and of the members of the Committee.
- 4) The thesis, with full approval from the Committee, must be submitted to the University of Florence within the end of the courses. In the front page of the thesis it should be indicated that the thesis has been approved by the three Universities of Florence, Frankfurt and Utrecht.
- 5) The final dissertation will be provided by the PhD students in the next month in front of the Committee, upon full approval of their thesis by the two selected evaluators.

Before the Defense

- Annual Report: Due in June (no six-month report required). An oral presentation (20 minutes + discussion) for admission to the thesis defense is scheduled for early July.
- Check that your scientific publications and abstracts for poster or oral communications are included into the FLORE database, and that in each of them you are recognized as PhD student of the University of Florence.
- September 15th: Submit your thesis via email to the Doctoral Office (doctorate@cerm.unifi.it).
- September 15th: Send an email to the Doctoral Office with a document containing the "Report of the Activities" summarizing the outcomes and activities of your PhD work, including, for example:
 - research deliverables (e.g., programs, proteins, databases, etc.);
 - manuscripts published, submitted, or in preparation;
 - skills acquired during the PhD
 - secondments or research stays at other laboratories;
 - seminars, courses, and other training activities attended, including the

corresponding credits;

- conferences attended, indicating any poster or oral contributions;
- other relevant academic or research activities.

The report should be structured as a list of items, each accompanied by a brief description, and should not exceed 2 pages.

- September 15th: The thesis is sent to the external evaluators.
 - *Note:* To qualify for the *Doctor Europaeus* title, external evaluators must be from multiple European countries (excluding Italy), and the student must have spent at least three full months abroad (90 days).

Within one month, the external evaluators should return their evaluation

- By October 31st: Submit the final manuscript via email to the Doctoral Office (doctorate@cerm.unifi.it).
 - *Note:* This final version of the thesis must include all the required signatures on the cover page as well as the logos of the Universities of Florence, Frankfurt and Utrecht
- By October 31st: Complete the *AlmaLaurea* questionnaire.
- The final presentation must have a duration of 20 minutes.

After the Defense

- Within 30 days of the final examination: The thesis must be uploaded to the institutional archive of the University (*FLORE*).

Note: Inclusion of the thesis in FLORE **must be done in public access mode or embargoed public access mode** (if the prerequisites are met and this option has been chosen in the deposit statement), then choosing either “Open Access” or “Creative Commons - CC” mode. The doctoral student is left to choose which CC license to apply to his or her paper.

- Within 30 days the PhD student must complete and submit the following documents to the Doctoral Office:
 - Declaration form for the electronic deposit of the PhD thesis.
 - Declaration form for the issuance of the PhD diploma.
 - Receipt confirming completion of the evaluation questionnaire.

Note: All required forms are available at the following link:

<https://intranet.unifi.it/it/didattica/gestione-corsi-di-dottorato-di-ricerca/informazioni-e-modulistica-dottorandi-e-dottori-di>

Final Notes

- All communications must include your supervisors in CC.
- These guidelines apply to PhD students in Structural Biology.
- **Deadlines may vary if your PhD did not start on November 1st.**